



9/7/2024

# हरियाणा केन्द्रीय विश्वविद्यालय

## CENTRAL UNIVERSITY OF HARYANA

(संसद अधिनियम 25 (2009) के तहत स्थापित)  
(Established vide Act No. 25 (2009) of Parliament)  
गांव: जांट-पाली, जिला-महेन्द्रगढ़ (हरियाणा) 123031  
Village: Jant-Pali, Distt: Mahendergarh (Haryana)-123031

No. CUH/EXAM/2024/1385

Date 9/07/2024

### NOTIFICATION (REVISED)

With the approval of the Competent Authority following Committees are constituted for smooth conduction of 10<sup>th</sup> Annual Convocation of the University: -


Sr. No.	Name of the Committee	Responsibilities	Names
1.	<b>Steering Committee</b>	To coordinate with the Conveners of all Committees, to brief them and update the Hon'ble Vice-Chancellor about the progress of the same.	Prof. Sushma Yadav, Pro Vice-Chancellor Prof. Sunita Srivastava, Physics and Astrophysics Prof. Pawan Kumar Sharma, Chemistry Prof. Sanjiv Kumar, Dean Academic Prof. Neelam Sangwan, Dean, Research Prof. Suneel Kumar, Registrar Prof. Nand Kishore, Proctor Prof. Phool Singh, Dean (SOET) Prof. Rajeev Kumar Singh, Pol. Science Prof. Rajiv Kaushik, Controller of Examinations (Convener)
2.	<b>Reception Committee</b>	To receive the dignitaries.	Prof. (Dr.) Tankeshwar, Vice-Chancellor Prof. Sushma Yadav, Pro Vice-Chancellor Prof. Pawan Kumar Sharma, Chemistry Prof. Sunita Srivastava, Physics and Astrophysics Prof. Sanjiv Kumar, Dean Academic Prof. Antresh Kumar, Biochemistry Dr. Rajendra Prasad Meena, Commerce
3.	<b>Stage Arrangement committee</b>	Stage arrangement as per protocol. Decoration of stage Arrangement of Flower pots / other pots/ Bouquet Photographs at the time of presentation/ speech of HVC. Arrangement of Stage Light/ Sound/ Decoration, etc.)	Prof. Payal Chandel, Psychology, (Convener) Dr. Renu Yadav, Teacher Education Dr. Mukesh Upadhyay, Teacher Education Dr. Devender Kumar, Sanskrit Dr. Neeraj Karan Singh, JMC Dr. Dilip Patel, Teacher Education
4.	<b>Sitting Arrangement Committee</b>	Seating arrangement of dignitaries, EC, AC, Deans, Directors and Students etc. Arrangement of Space for media/video/audio/announcer.	Prof. Parmod Kumar, Teacher Education (Convener) Dr. Pramod Kumar Gupta, Teacher Education Dr. Ritu Bala, Teacher Education Dr. Indu, Teacher Education Dr. Sushil Kumar, SOET

5.	<b>Technical Support Committee</b>	Liaison with vendor responsible for Webcasting/Video recording/Virtual system Arrangement /LED Display/Live Streaming of the event Arrangement of Recording / Photography etc. To ensure the Electrical/Internet Connection including Standby power supply.	Prof. Pawan Kumar Maurya (Convener) Dr. Rakesh Kumar, SOET Dr. Ranbir Singh, SOET DR. Alekha.S. Nayak, JMC MR. Shailender, PRO Dr. Jaipal, AR (E&GA) Mr. Amit Kumar, STA
6.	<b>Press/Media Coordination Committee</b>	Seating Arrangement of Media Persons Material/Publicity/Press Note/Press releases Invitation to the media persons Briefing/ Conference & preparation of brief material (before Convocation) Entire arrangement of Media for providing required material/snacks/Press conference during and after Convocation. Meeting of the media people with VIP Guests etc.	Dr. Santosh C. Hulagbali (Convener) Dr. Ashok Kumar, JMC Dr. Siddharth Shankar Rai, Hindi Dr. Sudeep Kumar, English Dr. Neeraj Karan Singh, JMC Mr. Shailender, PRO Mr. Rajesh Bansal, Assistant
7.	<b>Preparation of Draft Speeches and Messages</b>	Preparation of Drafts-Speeches and messages of Vice-Chancellor and dignitaries Preparation of documentary	Prof. A.K.Yadav (Convener) Dr. Ashok Kumar, JMC Dr. Neeraj Karan Singh, JMC
8.	<b>Lunch Arrangement Committee</b>	Lunch for Chief Guest & VVIPs, Lunch for invitees (If Planned)	Prof. Ranvir, Hotel Management (Convener) Prof. K.P.Sharma, (Nut. Biology) Dr. Jitender Kumar, THM Dr. Vikash Siwach, THM Dr. Vivek Balyan, THM Sh Rajesh Kumar, SO Sh. Balbir Singh, UDC
9.	<b>Invitation, Printing and Editorial Committee</b>	Preparation of list of dignitaries Invitation card text drafting/letter drafting, approval and dispatch. Providing the list of dignitaries and invitees to the VIPs' Arrangement Committee, Distribution of Invitation Card through Speed Post/Fax/E-mail/by hand, etc. Compilation of the necessary inputs regarding Souvenir and printing of the Souvenir and Printing of Invitation Cards	Prof. Rajeev Kumar Singh (Convener) Dr. Ramesh Kumar, Political Science Dr. Ajay Kumar, Management Mr. Tarun Kumar, PPT Mr. Sandeep Boora, PPT
10.	<b>Medals Distribution Committee</b>	Purchase & Procurement of Gold Medal's as per list given by the Examination branch well in time. To provide list of candidates, gold medalists to the respective Deans in coordination with Stage Committee School wise for announcing by Deans of Respective School.	Prof. Ranjan Aneja- (Convener) Prof. K.P.Sharma (Nut. Biology) Dr. Ankush Vij, Physics Dr. Jaswant Singh, Physics
11.	<b>Dressing Room Committee</b>	Arrangement for Ceremonial robing of VVIPs, members of University Authorities and Officers of the University	Prof. Kalpana Chauhan, (Convener) Prof. V.N.Yadav, Psychology Prof. Sushila Kumari Soriya, Commerce Dr. Manish (Geography)

12.	<b>Purchase of any other item related to convocation</b>	Purchase and procurement of any other item related to convocation function	Prof. Rakesh Kumar, DR (E&GA) (Convener) Prof. Vikas Garg, SOET Dr. Ranbir Singh, SOET Dr. Jaipal, AR (E&GA) Sh. Paramjeet Singh, Assistant Registrar
13.	<b>Payment Committee</b>	Payments of VIPs and Special guests and any other finance related obligation related to convocation	Sh. Rajesh Kumar Singh, SO Sh. Sanjeev Kumar, UDC
14.	<b>Committee for Purchase of Memento and Shawl etc.</b>	To purchase memento, shawl and scarf etc.	Prof. Vinod Kumar, Chemistry, (Convener) Dr. Sandeep Dhull, Physical Education Dr. Praveen Kumar, Physical Education
15.	<b>Stay Arrangement Committee</b>	To make suitable arrangement for the invitees/ Guests/Alumni	Provost (Convener) Dr. Jitender, DTHM Dr. Manish (Geography) All Wardens (Boys' and Girls' Hostels)

**Note: -**

- (i) Proctor is requested to submit proctorial committees as per programmes.
- (ii) E&GA Branch is requested to initiate the process for Tendering of Tent & Catering Service for Convocation.

  
09/07/2024

Prof. Rajiv Kaushik  
Controller of Examinations

**Copy of the above is forwarded to the following for information and necessary action:**

1. Concerned Committee Members
2. Assistant Registrar to Vice-Chancellor (for information of the Vice-Chancellor), CUH
3. Assistant to Registrar (for information of the Registrar), CUH
4. Proctor, CUH
5. E&GA Branch, CUH